

Use of mobile phones and cameras

Policy Statement

We take steps to ensure that there are effective procedures in place to protect children, young people and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

Procedures

St. Mary's Playgroup has a mobile phone that is solely used for phone calls and texting parents. We do not use the camera facility.

Playgroup has a digital camera for staff to use in the setting. Photographs and recordings of children are only taken for valid reasons, i.e. to record the learning and development for 'Child Profiles' or for wall displays within the setting.

We never put photographs of children on our website without first gaining written consent from their parents when they start playgroup. This also applies to photos that are displayed at playgroup.

We never display the names of children who appear in photographs that are on display.

Members of staff must not bring their own cameras or video recorders into the setting and must only use equipment belonging to the setting.

Members of staff are not allowed to take photos of playgroup or any child on their phone for any reason.

Staff mobile phones are kept in a red locked box or switched off in their bags whilst at Playgroup.

If a member of staff wants to use their phone they must speak to the Supervisor and must use their phone in the Church room or in view of another member of staff. Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.

If members of staff take their own mobile phones on outings, for use in the case of an emergency they must not make or receive personal calls as this will distract them.

April 2018

Review Date October 2019